

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Business School Officials' Conference

FROM:

Deputy Director for Employment

EXTENSION

NO.

DD/A Registry

89-0112X

DATE

4 January 1989

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OP

JAN 4 1989

2.

3. *A* DDA
7D18 HQ

09 JAN 1989

A

4.

5.

DDA/Reg. (file)

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

*DDA cannot go now.*DD/A REGISTRY
FILE *Pak 5-1*

4 JAN 1989

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Personnel

FROM:

Deputy Director for Employment, OP

SUBJECT: Business School Officials' Conference, "Intelligence Secretaries: Vital Members of the CIA Team,"
30 January - 01 February 1989

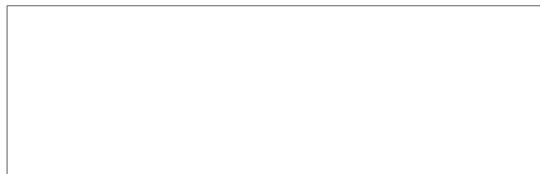
Rae,

1. This is to confirm your participation in the Office of Personnel's Business School Officials' Conference, 30 January - 01 February 1989. Attendees are placement directors and career counselors representing business schools and high schools from the eastern United States. This seminar, similar to the College Official's seminars we have conducted in the past, is designed to explain the Agency's mission, function, and organization and will enhance the effectiveness of our clerical recruitment activities.

2. It is requested that you give an overview of the CIA on Monday, 30 January, in Room 1E78 Headquarters, 9:30 a.m., for approximately forty-five minutes. Your vast Agency experience makes you uniquely qualified for providing an overview of the history, culture and future of the CIA.

3. We have attached the proposed agenda and a list of attendees. is the contact point for this seminar. Thank you for agreeing to participate.

Attachments: Proposed Agenda
List of Attendees



AGENDA

OFFICE OF PERSONNEL

INTELLIGENCE SECRETARIES

VITAL MEMBERS OF THE CIA TEAM


30 JANUARY - 1 FEBRUARY 1989

MONDAY, 30 JANUARY 1989
ROOM 1E78 Headquarters Building

7:30 a.m. BUS PICKS UP OFFICIALS AT HOTEL

8:00 a.m. PICK UP BADGES IN HEADQUARTERS LOBBY
COFFEE

8:30 a.m. OFFICIAL WELCOME


Deputy Director of Employment

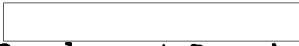
9:00 a.m. COMMENTS FROM THE DCI

Judge William H. Webster
Director of Central Intelligence

9:30 a.m. OVERVIEW OF CIA

R.M. Huffstutler
Deputy Director for Administration

10:30 a.m. OVERVIEW OF IS SYSTEM



Chief, Organizational Development Branch

11:30 a.m. TOUR OF THE CIA OPERATIONS CENTER/
COMPUTER CENTER

12:30 p.m. LUNCH


North Cafeteria, Hqs

1:30 p.m. APPLICANT PROCESSING



Chief, Applicant Processing Division

2:30 p.m. TOUR OF THE CIA OPERATIONS CENTER/
COMPUTER CENTER

3:30 p.m. APPLICANT OPERATIONS CENTER


Chief, Operations Center

4:15 p.m. OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY


Director, Equal Employment Opportunity

Chief, Recruitment Operations Division

5:00 p.m. OFFICIAL RECEPTION

Executive Dining Room

6:30 p.m. BUS DEPARTS HEADQUARTERS FOR MCLEAN HILTON

Tuesday, 31 January 1989
Amphitheater, McLean Hilton

8:00 a.m. COFFEE

STAT 9:00 a.m. COMMENTS FROM THE DCI's SECRETARY

9:30 a.m. ASSIGNMENTS/SHORT EMPLOYMENT TEST

Chief, Clerical Staffing Branch

10:15 a.m. BREAK

STAT 10:30 a.m. SECRETARIAL TRAINING

Chief, Secretarial Training Branch

STAT 11:15 a.m. LIVING IN WASHINGTON, D.C.

Chief, Family Employee Liaison Office

11:45 a.m. LUNCH

STAT 1:30 p.m. SECRETARIAL COORDINATORS

, DCI
, DDA
, DDI
, DDO
DDS&T

3:00 p.m. PHOTO

3:30 p.m. PANEL OF SECRETARIES

4:30 p.m. WRAP-UP

Wednesday, 1 February 1989
Amphitheater, McLean Hilton

8:30 a.m. COFFEE/PARTICIPANTS RECEIVE PAYMENT OF SEMINAR FEE

9:30 a.m. RECRUITER PANEL

10:30 a.m. DISCUSSIONS ON RECRUITMENT ISSUES

11:30 a.m. COMMENTS FROM D/OP

Deputy Director, Office of Personnel

12:00 p.m. SEMINAR ADJOURNS

1:30 p.m. BUSES DEPART FOR AIRPORTS

STAT

Page Denied

Next 1 Page(s) In Document Denied